

Happy Holidays Everyone!

The updated 2008 Special District Election Calendar, manual, and forms are now available on the elections webpage by going to <http://dola.colorado.gov/elections/>. I recommend district officials bookmark this page for future reference. CRS Title 1 and Secretary of State Rules are linked directly from the division's webpage to the SOS's webpage so they are the most current version available.

To gain direct access to the Secretary of State's election data, you will want to go to their website and join their listserv. You can ask the SOS for special site access to the "Clerks Corner" so that you may use mail ballot packet forms and other state approved documents. In addition, I would request the SOS include your email address in their listserv so your district will receive notices when there is a new rules proposal and/or rules adoption. Go to <http://www.sos.state.co.us/> for more information or call the Secretary of State at 303-894-2200 to inquire about joining their email notification service.

In addition to the availability of election documents on the division's webpage, CRS Title 32, Article 1 Special Districts will receive the entire manual on CD-ROM. I had hoped to get the CD's out by the beginning of December. However, with the creation of two additional workshops in November and December, I was unable to coordinate the mailing as soon as hoped. Discs should mail out by Friday, December 14<sup>th</sup>. Watch for them in your district's mail and be certain to give the discs to whoever will be your district's designated election official. You have permission to make copies of the CD as needed. If a district does not receive their disc by December 26<sup>th</sup>, please contact the division at 303-866-2156. Ask our administrative support team to verify your district's contact name and address; then, ask to speak with me and I will coordinate another CD-ROM mailing for you.

As a reminder, districts should currently be working on their election resolution. As part of this official election record, boards must appoint a designated election official (DEO) to conduct the regular biennial election on May 6, 2008. A DEO's responsibilities begin on February 6<sup>th</sup> through February 21st, when the 'Call for Nominations' must be published. However, consider the time needed to prepare and implement all duties, and choose a DEO sooner than later. Persons appointed to the position of DEO need time to familiarize themselves with the manual and plan to meet crucial deadlines.

I am always on the hunt for ideal sample documents and forms. Currently, there is a need for the following: Detailed Election Resolution for Mail Ballot; Detailed Election Resolution for Polling Place; Grievance Policy & Procedure; SOS-Approved 2008 Mail Ballot Plan with exhibits; a District-specific TABOR Notice; and a district mail ballot packet with one stub and a district mail ballot with duplicate stubs. If any of you are willing to share examples of these documents, and would like district-specific content removed from the sample, please inform me of this when forwarding either a word.doc version or a physical copy of the model(s) to me.

There was rumor that Special Districts may have access to the state voter registration system. From my correspondence with the Secretary of State, I should receive a user ID and password by the middle of January. I will, at that time, be instructed by the Secretary of State in how to share access data with the districts.

Finally, if you note any errors in the manual or on the web page, please contact me directly so that I may get the issue resolved and corrected data available. Remember to add both the listserv email address and my personal email address to your safe recipient's list. There is an e-mail archive on the website now...a recommendation from one of our district board persons ~ *Thank You*.

I wanted to take a minute and thank all of the workshop participants for an incredible turnout and response. The division offered 12 statewide workshops this election season with an average of 43 participants at each venue. The participation from the attendees was energized and heartening. What a wonderful group you are! It is my honor to get to know you and work with each of you so closely. Thank you for being incredible examples of 'citizenship' and excellence in government.